



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
INSTALLATION MANAGEMENT AGENCY  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

**JUN 26 2006**

IMSW-POL-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #1 - Open Door Policy

1. References.

- a. Army Regulation 600-20, Army Command Policy, 13 May 2002.
- b. US Army Installation Management Agency (IMA) Policy Memorandum #5, Director's Open Door Policy, 16 June 2003.
- c. Headquarters, JRTC and Fort Polk Command Policy Memorandum #SJA-01, Commander's Open Door Policy, 02 August 2004.

2. Purpose. To provide guidance to all civilian and military personnel assigned to or under the command of the US Army Garrison on the Open Door policy.

3. Applicability. These procedures are applicable to all civilian and military personnel assigned to and under the operational control of the Fort Polk Garrison Commander.

4. Intent. All Soldiers, employees, supervisors, and management officials have the opportunity to voice their concerns to their chain of command. It is important that leaders ensure that they are accessible and listen to their concerns. My door is open to discuss concerns and problems with anyone within the Garrison or Installation chain of command who falls under the administrative control of the Garrison Commander.

5. Procedures.

- a. Before seeking to use the Open Door policy, I encourage you to surface the issue with your chain of command utilizing grievance, appeal, and complaint procedures.
- b. If your chain of command is unresponsive, or if the matter is too sensitive to discuss with your supervisor or director, you may make an appointment to see me by contacting the Deputy to the Garrison Commander at 531-1606.

IMSW-POL-ZA

SUBJECT: Garrison Policy Memorandum #1 - Open Door Policy

6. Proponent. The Office of the Garrison Commander is the proponent for this policy.

A handwritten signature in black ink, appearing to read 'D. G. Sage', with a stylized flourish at the end.

DAVID G. SAGE  
COL, IN  
Commanding

DISTRIBUTION:

C, I



DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
7330 MISSISSIPPI AVENUE, SUITE 101  
FORT POLK, LOUISIANA 71459-5339

REPLY TO  
ATTENTION OF:

AFZX-JA

AUG 02 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum SJA-01 – Commander's Open Door Policy

1. It is imperative that Soldiers feel free to voice their problems to their chain of command. As leaders we must ensure we let our Soldiers know we are here to listen to their concerns.
2. My door is open at any time to discuss problems with any Soldier, family member, or civilian employee of this command. I strongly encourage you to first surface the issue with your chain of command. If, however, you feel that your chain of command is unresponsive or the matter is too sensitive to discuss at unit level, you may make an appointment to see me by contacting my CSM at 531-1723.
3. A copy of this memorandum will be posted on the permanent section of all bulletin boards.
4. This policy will remain in effect until superceded or rescinded.

A handwritten signature in black ink, reading "Michael D. Barbero".

MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding

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